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Contract Database Metadata Elements

Title: **Scarsdale Union Free School District and Scarsdale Association of Educational Secretaries (1999)**

Employer Name: **Scarsdale Union Free School District**

Union: **Scarsdale Association of Educational Secretaries**

Local:

Effective Date: **07/01/99**

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6139_06302003

Scarsdale Ufsd And Scarsdale Assn
Of Educational Secre

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AGREEMENT
BETWEEN
THE BOARD OF EDUCATION OF THE
SCARSDALE UNION FREE SCHOOL DISTRICT

and

THE
SCARSDALE ASSOCIATION OF
EDUCATIONAL SECRETARIES

JULY 1, 1999 - JUNE 30, 2003

RECEIVED

OCT 08 2002

NYS PUBLIC EMPLOYMENT
RELATIONS BOARD

52 members

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ARTICLE 1: Recognition

The Board recognizes the Association as the exclusive representative for the telephone operator, clerks, secretary-typists, secretary-stenographers and bookkeepers and part-time employees in these titles employed by the Board, but excluding the secretary to the Superintendent, the secretary to the Assistant Superintendent for Instruction, the secretary to the Chief Business Official and the secretaries to the Assistant Superintendent for Personnel & Administrative Services, for the purpose of negotiating collectively in the determination of, and administration of grievances arising under, the terms and conditions of employment as provided in the Public Employees' Fair Employment Act. The term "Employee" or "Employees," when used hereinafter in this Agreement, shall refer to Employees included in the negotiating unit as defined above.

ARTICLE 2: Salary

A. The Salary Schedules for the 1999-00, 2000-01, 2001-02, and 2002-03 school years are attached hereto as Exhibit A and made a part thereof.

B. Longevity steps during the 1999-00, 2000-01, 2001-02, and 2002-03 school years:

1. After six (6) years of consecutive service in Scarsdale, a longevity increment of \$1,000 shall be added to the base salary.
2. After eight (8) years of consecutive service in Scarsdale, a longevity increment of \$1,250 shall be added to the base salary.
3. After twelve (12) years of consecutive service in Scarsdale, a longevity increment of \$1,500 shall be added to the base salary.
4. After fifteen (15) years of consecutive service in Scarsdale, a longevity increment of \$1,950 shall be added to the base salary.
5. After twenty (20) years of consecutive service in Scarsdale, a longevity increment of \$2,850 shall be added to the base salary.

ARTICLE 3: Work Week

The regular workweek for the Employees shall be seven (7) hours per day, generally Monday through Friday, for a total of thirty-five (35) hours per week. Time and one-half the regular rate will be paid for hours worked in excess of thirty-five (35) hours per week, provided that such overtime has been approved in advance by the employee's supervisor.

ARTICLE 4: Vacation Leave

A. Full-time Employees will be granted vacation as follows: Ten (10) working days per year after completion of one (1) year of continuous service, as defined in Article 4B; twelve (12) working days per year after completion of three (3) years of continuous service; fifteen (15) working days per year after completion of five (5) years of continuous service; twenty (20) working days per year after completion of ten (10) years of continuous service; twenty-one working days per year after the completion of eleven (11) years of continuous service and twenty-two (22) working days per year after completion of twelve (12) years of continuous service. Regular part-time employees represented by the Association shall have vacation days granted on a prorated basis according to the number of hours and days worked.

B. Employees who begin service between July 1 and December 31, will be credited with a full year of service as of the following June 30 for the purpose of determining their eligibility for vacation time under Article 4A. Employees who begin employment between January 1 and June 30 will receive one (1) vacation day for each month of service as of June 30 with respect to determining their eligibility for vacation time under Article 4A.

C. Upon the death of an Employee or separation from service, the employee's earned unused vacation time shall be computed and paid on a pro-rata basis as follows: the number of vacation days to which the Employee is entitled under paragraph A and B of this Article shall be multiplied by the number of months worked by the employee during the fiscal year involved, and the product shall be divided by twelve. Fraction of days of one-half or more shall be counted as full days and fractions less than half a day shall not be counted. The Employee shall give at least fourteen (14) days prior written notice of his or her intended retirement or other separation from the service of the Board.

D. All Employees shall work during the Christmas, Winter and Spring recesses specified in the school calendar. However, Employees may apply in writing to the administrator in charge for permission to take days as vacation days within these recess periods. Upon the written recommendation of the administrator in charge and subject to the approval of the Assistant Superintendent for Personnel such permission may be granted. Employees may apply in writing to the Administrator in charge for permission to take days within these recess periods as a leave of absence without pay subject to the condition of Article 8.

E. 1) Regular paid vacations will be scheduled during July and August except for the last week before the opening of school. An Employee, provided he/she makes a request in writing thirty (30) days in advance and receives the written recommendation of the Administrator in charge, may, subject to the approval of the Assistant Superintendent for Personnel & Administrative Services, be granted permission to take a regular paid vacation day at a time other than that regularly scheduled as a vacation day, or subject to the condition of Article 8 to take a leave of absence without pay at a time other than regularly scheduled as a vacation day.

2) An Employee, provided he/she makes a request in writing by the May 1st immediately preceding and subject to the written recommendation of the Administrator in charge and the approval of the Assistant Superintendent for Personnel & Administrative Services, may be granted permission to take regular paid vacation days during the month of June.

F. All credited vacation days will be utilized in the school year to which they are credited.

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ARTICLE 5: Holidays

Employees shall be granted sixteen (16) paid holidays for the school years 1999-00, 2000-01, 2001-02, and 2002-03. The dates of the holidays will be determined following adoption of the respective school calendars for said year. The Holiday Schedule for the school year 1999-00 is attached as Exhibit B.

ARTICLE 6: Sick Leave

A. The paid sick leave policy for all full-time employees shall be:

<u>Years of Service</u>	<u>Days Granted Annually</u>	<u>Maximum Cumulative</u>
1	12*	12*
2	12	24
3	12	36
4	12	48
5	12	60
6	20	80
7	20	100
8	20	120
9	20	140
10	20	160
11	20	180
12	20	200

Sick leave shall be calculated as of July 1 each year and the appropriate number of new sick leave days shall be added to the end-of-year balance in accordance with the number of years of service.

*In the first year of service, Employees employed between January 1 and June 30, will be granted 6 (six) sick days leave and maximum cumulative sick leave not to exceed four (4) days. After completion of twelve (12) years of service, sick leave will be granted at the rate of not more than twenty (20) days a year to the extent necessary, within such limitations, to maintain the maximum cumulative leave of 200 days.

1. A sick leave bank of fifty (50) days will be established by the Board as of July 1, 1999 for use by employees represented by the Association. The Association will establish a committee comprised of members of the Association to administer the sick leave bank in a reasonable manner.

2. As of July 1, 2000 the Board will contribute an additional twenty-five (25) days to the sick leave bank for use by employees represented by the Association.

3. As of July 1, 2001 the Board will contribute an additional twenty-five (25) days to the sick leave bank for use by employees represented by the Association.

4. As of July 1, 2002 the Board will contribute an additional twenty-five (25) days to the sick leave bank for use by employees represented by the Association.

In addition to the Board's contribution, in each of the years of this Agreement, employees may contribute one (1) day from their accumulated sick leave to the sick leave bank. If any employee chooses not to contribute to the sick leave bank, he/she will not be eligible for any leave under the sick bank provision.

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The President of SAES shall furnish to the Assistant Superintendent for Personnel & Administrative Services the names of those employees who will contribute to the sick leave bank in each year of the contract.

B. There shall be no salary deduction for absences due to personal illness up to the number of sick leave days the Employee has accumulated under this policy according to the following provisions:

a. For illnesses of one through five consecutive working days, the Employee shall certify his/her own illness in writing to the school principal upon the Employee's return to work. However, where the school principal has reason to believe that an employee has shown an apparent pattern of abusing the benefits of this Article, the school principal shall inform the Employee that he or she believes that a pattern exists and that a statement from a physician may be required as proof of illness following the employee's next absence which falls within the pattern.

b. For illnesses of six through nineteen consecutive working days the Employee shall, upon his/her return to school, furnish the principal with a certificate from a physician.

c. For any illnesses of twenty consecutive working days, the employee shall furnish the principal with a certificate from a physician.

d. For any succeeding period of twenty consecutive working days of further illness, the Employee shall furnish the principal with a further physician's certificate.

ARTICLE 7: Personal Leave

A. Absence for personal purposes may be authorized by the Superintendent with pay to a maximum of six (6) days annually for the following specified reasons:

1. Death in the Immediate Family*
2. Illness/Special Event or Emergency in the Immediate Family*
3. Birth/Wedding in the Immediate Family*
4. Employee's Own Wedding
5. Moving Household
6. Legal Matters: Purchase, sale or lease of Employee's personal residence; Court appearance; Other legal matters.
7. Religious Holidays - Not more than two (2) of the six (6) days granted for religious holidays.
8. Other Compelling Personal Emergency - In certain instances, as determined by the Superintendent, personal absence may be approved for such purposes without a deduction in salary.
9. Death of Persons Not in the Immediate Family*

*"Immediate Family" for the purpose of this article shall include: mother, father, children, spouse, sibling, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, grandchild.

B. Absence for death in the immediate family may be authorized by the Superintendent with pay up to a maximum of five (5) days which shall be in addition to the six (6) days set forth in Paragraph A, provided however, that not more than a maximum of eleven (11) days be authorized annually.

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C. The Employee shall submit to his/her building principal or appropriate administrator written application for the Superintendent's approval of personal absence days not less than five (5) working days in advance of requested occurrence, except for emergency circumstances which in the judgment of the Superintendent necessitates a lesser prior period of application.

D. One of the days of personal absence may be without statement of reason at the discretion of the secretary.

ARTICLE 8: Leave of Absence

A. An Employee who has completed three consecutive years of service in Scarsdale immediately preceding a requested leave of absence may apply to the Superintendent of Schools for a leave of absence without pay or benefits for a period not to exceed twelve (12) months for reasons of health or child-care leave. The Superintendent may grant such leave at his sole discretion.

B. At his sole discretion the Superintendent, in accordance with Westchester County Civil Service Rules, may grant an extension of the leave of absence without pay for an additional period which would result in a total leave of absence of up to twenty-four (24) months.

C. Application shall be made in writing to the Superintendent ninety (90) calendar days in advance of such requested leave of absence, where possible. Such leave may be granted upon the recommendation of the Superintendent. In the event ninety (90) calendar days advance application for such leave is not practicable, an employee shall give as much advance notice as possible but not less than thirty (30) calendar days. If advance application for such leave of absence is not practicable, an Employee shall give as much advance notice as possible but not less than thirty (30) calendar days. Leaves of absence may be granted on less than thirty (30) calendar days notice at the sole discretion of the Superintendent.

D. Employees must declare their intention in writing to the Superintendent of Schools at least ninety (90) calendar days before the expiration of their leave of absence whether they intend to return to active service in the District. The positions of Employees failing to declare their intention in writing to the Superintendent ninety (90) calendar days prior to the expiration of this leave shall be deemed abandoned.

E. Employees on leaves of absence without pay will not accrue any salary increment or sick leave days and the Board of Education will not pay any premiums for health, dental, life insurance coverage or other fringe benefits. However, any seniority rights and sick leave days accrued as of the date of such leave of absence will be preserved.

F. A secretary planning to adopt a child shall notify the Superintendent at least one month prior to the anticipated adoption except where the immediacy of the situation demands a shorter period of notification. That person may request a leave with pay not to exceed ten (10) days. If procedures associated with the adoption take longer, the period may be extended at the discretion of the Superintendent.

G. Leaves for the purpose of this Article, shall be eleven (11) consecutive workdays or more in duration. Any request for absence without pay for periods of ten school days or less shall be made pursuant to Board Policy 6.13d, adopted 7/1/69 and revised 7/1/82.

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H. This provision may be varied if required by the Family and Medical Leave Act, provided, however, that any greater benefits provided by the terms of this Agreement shall in no way be diminished.

ARTICLE 9: Health Insurance Plan

A. The Board shall pay the full cost of the District's health insurance plan for the individual Employee and his/her dependents and for Employees who have retired or who will retire, and their dependents, under the Scarsdale Self-Insured Health Insurance Plan. The Plan, a summary which is attached hereto and made a part hereof, shall be incorporated into and made part of the Agreement between the parties and may be altered only pursuant to collective negotiations between the parties.

B. Part-time employees who work less than 17.5 hours are not eligible for any health insurance, life insurance or any provisions under the Benefit Trust.

Part-time employees who work 17.5 hours or more, but less than full-time shall be eligible for health insurance with the district.

ARTICLE 10: Benefit Trust

A. Effective July 1, 1999 through June 30, 2000, the Board will contribute \$1,392 per bargaining unit member for purposes of providing dental and/or other types of insurance benefits. Effective July 1, 2000 through June 30, 2001, the Board will contribute to the Scarsdale Teachers Association, Inc. Benefit Trust Fund the sum of \$1,422 for each secretary and effective July 1, 2001 through June 30, 2002, the Board contribution shall be \$1,457 for each secretary employed by the Board on a half-time or greater basis, to be used to provide insurance benefits for such secretaries. In each year of this agreement said contribution will be made by the Board in two equal payments, one such payment to be made by October 1st and the second payment to be made by January 1st.

B. By October 1st of each of the years of this Agreement, the Board shall provide the sum of five hundred (\$500) to be used as an insurance fund for personal property loss or damage suffered by secretaries. This fund shall be administered under and pursuant to the agreement and declaration of trust and the collateral agreement described in paragraph A of this Article.

ARTICLE 11: Life Insurance

The Board will provide for each active Employee \$30,000 term group life insurance policy for each of the years of this Agreement.

ARTICLE 12: Medical Examination

The Board will pay for medical examinations required by the Board according to the following schedule:

- a. Medical examinations performed by a school physician will be paid in full.
- b. The cost of medical examinations, including x-rays performed by the Employees' personal physician, will be reimbursed up to a maximum of \$100.00 for each member of the unit not reimbursed therefore by the individual's health insurance plan.
- c. Medical reports required for new Employees by the District will be maintained as confidential information in the Employee's personnel folder.

ARTICLE 13: Association Rights

A. Attendance at Association Conference - The Board will grant three (3) leave days during each fiscal year of this Agreement with full pay for each of three employees who are appointed representatives of the Association to attend Association conferences.

B. Association Business - In addition to the days provided in A above, the Board will grant three (3) days per year with pay to two officers of the Association for the purpose of conducting Association business. Such leave shall not exceed four days total for two officers per year and shall be without loss of pay or charge to sick/personal leave. The President of the Association shall notify the Superintendent or his designees in writing at least three days prior to the time such days will be used and of the person(s) who will be using such days.

C. Attendance at Court, PERB or Arbitration Hearings - The Board will permit members of the bargaining unit time off with pay to attend a court, PERB or arbitration hearing provided such hearing is related to negotiations or the administration of this Agreement with the consent of the Superintendent which consent shall not be unreasonably withheld.

D. Dues Deduction - The Business Office of the Scarsdale Schools shall collect dues of members of the Association, on behalf of the Association, by a system of authorized dues deductions. Members of the unit as defined in Article 1 hereof, shall sign and file dues deduction cards for this purpose with the Business Office, and thereafter dues deduction cards will remain effective until withdrawn by the employee or until the employee's service in the Scarsdale Union Free School District terminates. On or before June 30 of each year, the President of the Association shall inform the Chief Business Official and, in writing, of the exact amount of dues to be collected. Deductions reported by June 30th will be made in twenty (20) equal installments, beginning September 15th

Every member of the bargaining unit who is not a member of the Association, shall within thirty (30) days after the initial date of employment pay to the Association an agency shop fee. Such fee shall be equivalent to the membership dues of the Association minus that portion of the dues allocated to political and social activities.

E. The Board agrees that the SAES may hold Association Meetings four (4) times per year with release time at 3:30 p.m. without loss of pay but with notification and approval from the Assistant Superintendent for Personnel & Administrative Services.

ARTICLE 14: Personnel Files

A. Employees shall have the right to inspect the contents of their District personnel file in the Superintendent's office within the usual business hours as hereinafter provided.

B. Items permitted to be inspected in the file shall be all entries except items pertaining to recruitment or hiring. The file shall be maintained in a manner to protect items pertaining to recruitment and hiring.

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C. The right of inspection means that an employee, upon reasonable notice, may inspect such permitted items in his or her file in the presence of the Assistant Superintendent for Personnel & Administrative Services or his/her designee. The employee may not remove any items from the file but the Board shall provide upon reasonable notice a copy of any permitted item upon the request of the employee.

D. Letter or memoranda which relate to his or her professional performance shall not be placed in the employee's file until the employee has been offered in writing an opportunity to review the material. All such letter or memoranda must be signed by the author and initialed by the administrator requesting the material to be placed in the file. The employee shall within five school days after such offer review the material and acknowledge that he/she has read such material by affixing his/her signature on the actual document to be filed. After this five-day period the material will be filed whether or not it has been signed by the employee. The signature will not indicate agreement with the contents. The employee may after reviewing the material prepare his/her clarification, interpretation or comment of any permitted item included in his/her file and it will be attached thereto.

ARTICLE 15: Retirement Provisions

New York State Employees Retirement System - Employees employed prior to July 1, 1976 shall participate in the Scarsdale Retirement Plan under the New York State Employees Retirement System, which plan consists of the following:

Section 75I	New Career Plan
Section 41J	Unused Sick Leave
Section 60B	Death Benefits

Employees employed after July 1, 1976 shall participate in the CO-ESC Plan.

ARTICLE 16: Collective Negotiations

A. The Board and the Association agree to negotiate in good faith and each party will agree to exchange proposals by March 15, 2003.

B. During negotiations the Board shall, within reason, make available information in its possession which is directly pertinent to a topic under negotiation.

ARTICLE 17: Copies of Agreement

The Board will furnish copies of this Agreement to the Association to be distributed by the Association to all present employees and those hired during the life of this Agreement.

ARTICLE 18

A. Notice of New Employees: The President of the Association will be notified of all newly employed Civil Service secretarial employees.

B. Notice of Bargaining Unit Openings: The Board shall inform, in writing, the President of the Association of all openings for positions and vacancies within the bargaining unit. Copies of such notice will be forwarded to each school for posting.

ARTICLE 19: Grievance and Arbitration Procedure

Section 1: Any dispute arising concerning the interpretation of the express terms of this Agreement shall be the subject of a grievance and shall be processed in accordance with the following procedure, except that the term "grievance" shall not apply to the classification of jobs or to any matter as to which (i) a method of review is prescribed by law or any rule or regulation having the force and effect of law, or (ii) the Board is without authority to act.

Section 2: When a dispute arises, the employee involved will meet informally with the person designated below within a ten (10) work day period in which to bring his or her grievance to this informal stage to resolve the issue before instituting a grievance under Section 3 of this procedure:

- a. Employees employed in an elementary, middle, or senior high school building will meet with the appropriate school principal.
- b. Employees employed as part of the central office staff will meet with the Chief Business Official.

Section 3: A grievance of an employee shall be presented in writing by the employee concerned to the Assistant Superintendent for Personnel & Administrative Services within ten (10) working days after the informal meeting. Failure to present a written grievance within the time limit provided in this section shall constitute a waiver thereof. The Assistant Superintendent for Personnel & Administrative Services shall have ten (10) work days to respond to grievance.

Section 4: In the event such grievance is not resolved the Association may appeal in writing to the Superintendent of Schools or his designee within (10) work days of the receipt of the decision of the Assistant Superintendent for Personnel & Administrative Services or the absence thereof. The Superintendent or his designee shall have ten (10) work days to respond to such grievance.

Section 5: In the event such grievance is not resolved the Association may appeal in writing to the Board of Education within fifteen (15) work days of the receipt of the decision of Superintendent or the absence thereof. The Board of Education shall have fifteen (15) work days to respond to such grievance.

Section 6: If the Association fails to proceed within any of the stated time periods provided for in this procedure, then the grievance shall be considered withdrawn.

Section 7: In the event that such grievance is not disposed of under Section 5, the Board or the representative of the Association, not later than fifteen (15) work days after receipt of the Board of Education decision or absence thereof, shall have the right to submit the issue to arbitration before an impartial arbitrator in accordance with Voluntary Rules of AAA.

The decision shall be in writing and shall set forth the arbitrator's interpretation of the express provision of this Agreement submitted. The arbitrator shall limit his decision strictly to the interpretation of the express provisions of this Agreement submitted to him and he shall be without power or authority to modify, amend, add to or subtract from any of the provisions of this Agreement or to issue any decision or award limiting or interfering with the discretion of the Board and any of its representatives under this Agreement. The decision of the arbitrator, if made in accordance with his jurisdiction and authority under this Agreement, will be accepted as final by the parties to the dispute and both will abide by it. The parties will be bound by the Voluntary Labor Arbitration Rules of the

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American Arbitration Association in the selection of an arbitrator. The arbitrator's fee and the costs and expenses of the arbitration proceeding will be shared equally by the parties to the dispute.

Section 8: An employee may be represented at all stages of the grievance procedure (including the informal meeting stage) by an Association representative.

ARTICLE 20: No Strike Affirmation

The Association affirms that it does not assert the right to strike against any government, to assist or participate in any such strike, or to impose an obligation to conduct, assist or participate in such a strike.

ARTICLE 21: Management Rights

The Association recognizes that the management of the School District, the control of its properties and maintenance of order and efficiency, are solely the responsibility of the Board. The Association further recognizes that the Board, among other things, shall have the right from time to time to make such rules and regulations as it deems necessary and proper for the conduct of employees, provided such rules and regulations shall not be inconsistent with the express provisions of this Agreement.

ARTICLE 22: Applicable Law

A. This Agreement, and all of the rights and obligations defined herein and hereunder, is reached between the parties under the pursuant to Article 14 of the Civil Service Law of the State of New York (Public Employees' Fair Employment Act).

B. The rights accompanying the recognition of the Association under the provisions of Civil Service Law, Section 208 shall extend until seven (7) months prior to June 30, 2003.

ARTICLE 23: Statutory Provision

It is agreed by and between the parties that any provision of this Agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds therefore shall not become effective until the appropriate legislative body has given approval.

ARTICLE 24: Severability

If any legislation or court decision renders any portion of this Agreement invalid or unenforceable, the invalid or unenforceable provisions shall be deemed severed from the Agreement, and the remaining provisions shall continue in full force and effect.

ARTICLE 25: Term of Agreement

A. The provisions of this Agreement shall become effective July 1, 1999 and shall remain in full force and effect through June 30, 2003.

B. The parties agree that all negotiable items have been discussed during the negotiations leading to this Agreement, and they therefore further agree that negotiations will not be reopened at any time, whether contained herein or not, during the life of this Agreement.

SAES Contract 1999-2003

In witness thereof, the parties hereto have caused these presence to be signed in their names and on their behalf by their respective representatives thereunto duly authorized, the day and year first above written.

BOARD OF EDUCATION OF
SCARSDALE UNION FREE SCHOOL DISTRICT
SCARSDALE, NEW YORK

BY Robert M. Murphy
President

BY Vincent W. Wynn
Superintendent of Schools

BY John Weber
Chief Negotiator, Asst. Supt. For Personnel
& Administrative Services

SCARSDALE ASSOCIATION OF EDUCATIONAL SECRETARIES

BY Joan Carney
President

BY Joan Carney
Chairperson of Negotiating Committee

Exhibit A

**Secretarial Salary Schedule
1999-2000
(3.5%)**

Step	Column A	Column B	Column C	Column D	Column E
1	\$28,409	\$30,401	\$32,375	\$34,363	\$36,338
2	\$29,736	\$31,710	\$33,708	\$35,682	\$37,657
3	\$31,050	\$33,044	\$35,023	\$37,005	\$38,986
4	\$32,375	\$34,365	\$36,345	\$38,327	\$40,306
5	\$33,706	\$35,682	\$37,664	\$39,649	\$41,640
6	\$36,196	\$38,147	\$40,090	\$42,059	\$43,994
<u>Year (At Step 6 including longevity)</u>					
7	\$37,196	\$39,147	\$41,090	\$43,059	\$44,994
9	\$37,446	\$39,397	\$41,340	\$44,309	\$45,244
13	\$37,696	\$39,647	\$41,590	\$43,559	\$45,494
16	\$38,146	\$40,097	\$42,040	\$44,009	\$45,944
21	\$39,046	\$40,997	\$42,940	\$44,909	\$46,844

The secretarial salaries are subject to the following provisions: During the fiscal year of employment, employees who begin service between July 1st and December 31st will be credited with a full year of service as of the following June 30th for the purpose of determining their eligibility for longevity increments; employees who begin service between January 1st and June 30th will not receive any credit for such service as of June 30th with respect to determining their eligibility for longevity increment.

Exhibit A

1999-00 Secretarial Salary Schedule, page 2

Longevity Steps during the 1999-00 School Year:

1. After six (6) years of consecutive service in Scarsdale, a longevity increment of \$1,000 shall be added to the base salary.
2. After eight (8) years of consecutive service in Scarsdale, a longevity increment of \$1,250 shall be added to the base salary.
3. After twelve (12) years of consecutive service in Scarsdale, a longevity increment of \$1,500 shall be added to the base salary.
4. After fifteen (15) years of consecutive service in Scarsdale, a longevity increment of \$1,950 shall be added to the base salary.
5. After twenty (20) years of consecutive service in Scarsdale, a longevity increment of \$2,850 shall be added to the base salary.

Each Employee will be moved annually to the next level on the Employees' Salary Pay Scale during his/her employment by the Board until he/she reaches the top level on the Salary Pay Scale. However, the amount of annual salary designated at each each appropriate pay level on the Pay Scale shall be subject to collective negotiations between the parties.

Class A Telephone Operator; Clerk

Class B Typist; Audio-Visual Assistant; Attendance Clerk, Office Assistant
(Automated Systems)

Class C Senior Typist; Purchasing Clerk; Account Clerk; Intermediate
Audit Clerk-Typist, Senior Office Assistant (Automated Systems)

Class D Elementary Principal Secretary; Bookkeeper; Senior Account Clerk

Class E Principal Typist

JW/df

5/20/99

11/4/99

Exhibit A

**Secretarial Salary Schedule
2000-01
(3.5%)**

<u>Step</u>	<u>Column A</u>	<u>Column B</u>	<u>Column C</u>	<u>Column D</u>	<u>Column E</u>
1	\$29,403	\$31,465	\$33,508	\$35,566	\$37,610
2	\$30,776	\$32,820	\$34,888	\$36,930	\$38,975
3	\$32,137	\$34,201	\$36,249	\$38,301	\$40,351
4	\$33,508	\$35,568	\$37,617	\$39,669	\$41,717
5	\$34,886	\$36,930	\$38,982	\$41,036	\$43,098
6	\$37,463	\$39,482	\$41,493	\$43,531	\$45,533
<u>Year (At Step 6 including longevity)</u>					
7	\$38,463	\$40,482	\$42,493	\$44,531	\$46,533
9	\$38,713	\$40,732	\$42,743	\$44,781	\$46,783
13	\$38,963	\$40,982	\$42,993	\$45,031	\$47,033
16	\$39,413	\$41,432	\$43,443	\$45,481	\$47,483
21	\$40,313	\$42,332	\$44,343	\$46,381	\$48,383

The secretarial salaries are subject to the following provisions: During the fiscal year of employment, employees who begin service between July 1st and December 31st will be credited with a full year of service as of the following June 30th for the purpose of determining their eligibility for longevity increments; employees who begin service between January 1st and June 30th will not receive any credit for such service as of June 30th with respect to determining their eligibility for longevity increment.

2000-01 Secretarial Salary Schedule, page 2

Longevity Steps during the 2000-01 School Year:

1. After six (6) years of consecutive service in Scarsdale, a longevity increment of \$1,000 shall be added to the base salary.
2. After eight (8) years of consecutive service in Scarsdale, a longevity increment of \$1,250 shall be added to the base salary.
3. After twelve (12) years of consecutive service in Scarsdale, a longevity increment of \$1,500 shall be added to the base salary.
4. After fifteen (15) years of consecutive service in Scarsdale, a longevity increment of \$1,950 shall be added to the base salary.
5. After twenty (20) years of consecutive service in Scarsdale, a longevity increment of \$2,850 shall be added to the base salary.

Each Employee will be moved annually to the next level on the Employees' Salary Pay Scale during his/her employment by the Board until he/she reaches the top level on the Salary Pay Scale. However, the amount of annual salary designated at each each appropriate pay level on the Pay Scale shall be subject to collective negotiations between the parties.

Class A Telephone Operator; Clerk

Class B Typist; Audio-Visual Assistant; Attendance Clerk, Office Assistant
(Automated Systems)

Class C Senior Typist; Purchasing Clerk; Account Clerk; Intermediate
Audit Clerk-Typist, Senior Office Assistant (Automated Systems)

Class D Elementary Principal Secretary; Bookkeeper; Senior Account Clerk

Class E Principal Typist

JW/df

5/20/99

11/4/99

Secretarial Salary Schedule
2001-02
(3.4%)

<u>Step</u>	<u>Column A</u>	<u>Column B</u>	<u>Column C</u>	<u>Column D</u>	<u>Column E</u>
1	\$30,403	\$32,535	\$34,647	\$36,775	\$38,888
2	\$31,823	\$33,936	\$36,074	\$38,186	\$40,301
3	\$33,229	\$35,364	\$37,482	\$39,603	\$41,723
4	\$34,647	\$36,742	\$38,896	\$41,017	\$43,135
5	\$36,072	\$38,186	\$40,307	\$42,432	\$44,563
6	\$38,737	\$40,825	\$42,904	\$45,011	\$47,082
<u>Year (At Step 6 including Longevity)</u>					
7	\$39,737	\$41,825	\$43,904	\$46,011	\$48,082
9	\$39,987	\$42,075	\$44,154	\$46,261	\$48,332
13	\$40,237	\$42,325	\$44,404	\$46,511	\$48,582
16	\$40,687	\$42,775	\$44,854	\$46,961	\$49,032
21	\$41,587	\$43,675	\$45,754	\$47,861	\$49,932

The secretarial salaries are subject to the following provisions: During the fiscal year of employment, employees who begin service between July 1st and December 31st will be credited with a full year of service as of the following June 30th for the purpose of determining their eligibility for longevity increments; employees who begin service between January 1st and June 30th will not receive any credit for such service as of June 30th with respect to determining their eligibility for longevity increment.

2001-02 Secretarial Salary Schedule, page 2

Longevity Steps during the 2001-02 School Year:

1. After six (6) years of consecutive service in Scarsdale, a longevity increment of \$1,000 shall be added to the base salary.
2. After eight (8) years of consecutive service in Scarsdale, a longevity increment of \$1,250 shall be added to the base salary.
3. After twelve (12) years of consecutive service in Scarsdale, a longevity increment of \$1,500 shall be added to the base salary.
4. After fifteen (15) years of consecutive service in Scarsdale, a longevity increment of \$1,950 shall be added to the base salary.
5. After twenty (20) years of consecutive service in Scarsdale, a longevity increment of \$2,850 shall be added to the base salary.

Each Employee will be moved annually to the next level on the Employees' Salary Pay Scale during his/her employment by the Board until he/she reaches the top level on the Salary Pay Scale. However, the amount of annual salary designated at each each appropriate pay level on the Pay Scale shall be subject to collective negotiations between the parties.

Class A Telephone Operator; Clerk

Class B Typist; Audio-Visual Assistant; Attendance Clerk, Office Assistant
(Automated Systems)

Class C Senior Typist; Purchasing Clerk; Account Clerk; Intermediate
Audit Clerk-Typist, Senior Office Assistant (Automated Systems)

Class D Elementary Principal Secretary; Bookkeeper; Senior Account Clerk

Class E Principal Typist

JW/df

5/20/99

11/4/99

Secretarial Salary Schedule
2002-03
(2.95%)

<u>Step</u>	<u>Column A</u>	<u>Column B</u>	<u>Column C</u>	<u>Column D</u>	<u>Column E</u>
1	\$31,300	\$33,495	\$35,669	\$37,860	\$40,036
2	\$32,761	\$34,937	\$37,138	\$39,313	\$41,489
3	\$34,210	\$36,407	\$38,587	\$40,771	\$42,954
4	\$35,669	\$37,826	\$40,044	\$42,227	\$44,408
5	\$37,136	\$39,313	\$41,496	\$43,683	\$45,877
6	\$39,879	\$42,029	\$44,169	\$46,339	\$48,471
<u>Year (At Step 6 including Longevity)</u>					
7	\$40,879	\$43,029	\$45,169	\$47,339	\$49,471
9	\$41,129	\$43,279	\$45,419	\$47,589	\$49,721
13	\$41,379	\$43,529	\$45,669	\$47,839	\$49,971
16	\$41,829	\$43,979	\$46,119	\$48,289	\$50,421
21	\$42,729	\$44,879	\$47,019	\$49,189	\$51,321

Longevity Steps during the 2002-03 School Year:

1. After six (6) years of consecutive service in Scarsdale, a longevity increment of \$1,000 shall be added to the base salary.
2. After eight (8) years of consecutive service in Scarsdale, a longevity increment of \$1,250 shall be added to the base salary.
3. After twelve (12) years of consecutive service in Scarsdale, a longevity increment of \$1,500 shall be added to the base salary.
4. After fifteen (15) years of consecutive service in Scarsdale, a longevity increment of \$1,950 shall be added to the base salary.
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Class A Telephone Operator; Clerk

Class B Typist; Audio-Visual Assistant; Attendance Clerk, Office Assistant
 (Automated Systems)

Class C Senior Typist; Purchasing Clerk; Account Clerk; Intermediate
 Audit Clerk-Typist, Senior Office Assistant (Automated Systems)

Class D Elementary Principal Secretary; Bookkeeper; Senior Account Clerk

Class E Principal Typist

JW/df
 5/1/02